

Request for Applications
Asset Building Coalition Activities
Bidder's Teleconference
June 17, 2013

SECTION 1. INTRODUCTION

No questions.

SECTION 2. COMPONENTS/DESCRIPTION OF ACTIVITIES

1. Who are coalition members? Can volunteers be considered coalition members?

Refer to Section 1.6 Definitions:

Asset Building Coalition-A collection of groups and/or individuals joined together for the common purpose of promoting asset building among individuals and families in Washington State.

There is no requirement for "formal membership". **However, we would like to see language of what participation and coalition membership means for your coalition.** The intent of funding coalitions is that there is a high level of collaboration to meet the needs of a community.

2. You have asked for the past 6 months of coalition meeting minutes, but our coalition has not kept minutes. Do we need to reconstruct them?

Documentation of the dates you met, sign-up sheet, and if you can connect the meetings to your quarterly reports, that would be sufficient. This has not been required in previous RFAs, but having meetings has always been an expectation of coalitions. We will not be punitive and say that if you don't have minutes you can't apply. We would assume you have documentation of meetings where you were engaged in asset building discussions and the needs of your community. You can reconstruct it from past communications, flyers, newsletters, etc. We feel flexible about how you provide this information, but for those of you who have not been working under this grant, **you will still need to demonstrate you have been engaged in asset building activities over the past 6 months.**

3. Instead of including the meeting minutes as an attachment, can a hyperlink be provided where the information can be downloaded?

Applicants can provide a hyperlink for any information in the grant, but the responsibility for the hyperlink working lies with the applicant. If the hyperlink does not work for the RFA review committee, that portion of the application would receive "0" points.

4. Does the requirement for meeting minutes then eliminate new asset building coalitions?

No. We have had other inquiries from new coalitions and we have told them the same thing. If they are engaged in meetings within their community, within their non-profit, and working with partners on their asset building activities, those minutes could be included. We want to see that asset building has been a part of the structure of any coalition applying for this funding. The funding is level to last biennium; which means a small amount of funds going a long way. We will only be funding coalitions that are already engaged in asset building activities

It is critical that we demonstrate outcomes with this funding. Whether you're a formal coalition or you wish to become one if you can show you have been engaged with the asset building movement you can apply.

SECTION 3. APPLICATION INSTRUCTIONS

1. Are you expecting both an electronic application and hard-copy version?

Yes. Please note that the time the electronic version is different between 3.2 Electronic Submittals and 1.9 Schedule of Procurement Activities. To accommodate for the discrepancy, we will accept the electronic application until **5:00pm on June 27, 2013**.

2. Do we have an extra couple of days to get the hard-copy version to Commerce because of the mail system?

Commerce gave applicants until the very last day we could accept any application for funding (June 27, 2013). Coalitions submitting applications will need to take into account the timing for mail delivery or hand-delivering to Commerce.

This a unique time in state government it is June 19th and do not have a finalized budget. We apologize for the timing; we had no control. Initially, we weren't going to put out the RFA until the funding was secure. However, we decided to move forward with this RFA so when funding does come through we aren't starting the process from scratch. It is our hope that the funding will come through quickly and we will get it into your hands just as quickly.

SECTION 4. MISCELLANEOUS INFORMATION

No questions. Please note this section includes information that will be found in the grants issued under this funding.

SECTION 5. GENERAL TERMS AND CONDITIONS OF GRANT

No questions. Please note this section includes information that will be found in the grants issued under this funding.

SECTION 6. EVALUATION OF APPLICATIONS AND GRANT AWARDS

We will have a review team that consists of people from Commerce and outside Commerce. Once the decisions have been made, applicants will be able to see the breakout of the points, the timeline, and a debrief meeting can be requested.

ATTACHMENT A-LEAD AGENCY/FISCAL AGENCY INFORMATION

1. Please clarify who's information should be included under the Contact Information Section for Executive Director and Fiscal Director. Are those for the names of the Fiscal Agent if they are separate from the coalition?

Please list the Executive Director and Fiscal Director for whom we will be granting funds to (i.e. the fiscal agent). The coalition lead would be the lead of the coalition and our main contact for grant activities.

ATTACHMENT B-LEAD AGENCY/FISCAL AGENT QUALIFICATION

Commerce's relationship is always with the agency that we are in contract with; the agency accepting the funds to perform work. Each coalition is set up differently and generally we (Commerce's Asset Building Program) work on programmatic issues with the coalition leads. However, when Commerce is audited the audit is based on the signed contract and our relationship with the grantee. The grantee is ultimately accountable for the activities in that grant.

1. Do the Letters of Support need an original signature? Is it okay if they have an electronic signature or just type in their name?

They letters do not need original signatures and can use an electronic signature or type in their name.

2. Is the application limited to 2 Letters of Support?

Yes. Under Section 3, it stated that "unrequested materials including (additional) letters of support will be promptly removed from the Applicant's packet prior to review, so please do not include them."

3. Since the application is limited to 2 Letters of Support, can you tell us what you are looking for? We have a lot of partners that we work with. Are you looking for letters from those that work with us the most or something that is supporting the 2 targeted services? Please clarify?

The letters should speak to why you are the best entity to get this grant in your community. What makes you the best lead? Think of it in the terms of having 5 different applicants from the same county. What would make you be the one that would stand out and the best to receive these funds?

4. Can you clarify if you are looking for Letters of Support for the coalition lead, or for the fiscal agent?

Good question. We do want to see the strength of the fiscal agent because that is who will be held accountable, but in terms of the programmatic aspect, we would like to see them speak to the coalition and it's activities.

Because we contract with the fiscal agent and they are responsible to ensure the grant activities are accomplished, even if they subcontract the services, we would like to see that they, the fiscal agent, have the qualifications.

ATTACHMENT C-NARRATIVE

1. Under Number 5-expanding asset building across the state, what sort of contributions are you looking for here as far as what local coalitions can provide; especially new ones.

It might be helpful to go to the CFED website and see how they talk about asset building across the nation. It can help you frame the work you do locally in terms of the potential impact across the state. Some examples are: sharing materials, coalitions working together to support financial literacy and pilot programs, coalitions providing services in counties that do not receive

asset building funding, participating in the Washington Asset Building Coalition activities, spreading the reach beyond the counties that receive the asset building funding.

- 2. Under 2.B., since we have been turning in progress reports, how much information do you want here? If we are a long-term grantee should we be capture all the successes and challenges we have had since inception or just over the past year.**

Commerce is not the only reviewers of the application so applicants should provide concrete examples of how asset building funding has been utilized in the past. Please include information that covers the past biennium, July 1, 2011-June 30, 2013.

If you are a new applicant, you do not need to complete this section.

ATTACHMENT D: LOCAL ASSET BUILDING COALITIONS

No questions.

ATTACHMENT E: LOGIC MODEL WORKPLAN

This is a new work plan for those that have worked with Commerce. Here is where you see the Learn, Earn, Save, Invest, Protect and we are going to ask that you use this framework to develop your work plan. If you do wind up working with us, this will be the report that is completed for the quarterly report. We are looking for strong measurements including evidence of how you plan to implement the activities to arrive at those measurements. We recognize that it is difficult to capture numbers with some activities. What we are asking is for you to be creative and find a way in which we can show the results of this funding. We plan to partner with grantees to help develop the measurements to show results. We want to see that you are intentional about measuring; you're in with both feet, and really thinking about how you can show your success, and even your failures. This is a big piece of the application.

- 1. On Number 4 and 5, Indicators and Actual Results, it looks like you are looking for numbers and not a narrative about the services provided. Is that correct?**

Yes. You can do some explaining if necessary, but you will be turning in your coalition meeting minutes each quarter. We would like to see in the meeting minutes discussions about the activities performed. This format is new and we would like to see how it works for grantees and Commerce and then update the form or the process if needed.

- 2. Would you like us to put in projected number under 4-Indicators? Or would we wait and complete that section when we turn in our first quarter report.**

Please do not complete the grey shaded columns (4 and 5), but put in how many services, clients and activities you expect to accomplish under 2-Intervention. Commerce will provide more instructions to funded grantees to set up their work plan.

- 3. How your describing Indicators in different than other agencies. Indicators should be used to provide an expected percentage of clients that will achieve the outcome.**

Thank you for the clarification. For now, we request that applicants continue to complete Columns 1-3 and 6-8. We believe that for this application, a broader look at the activities and

services to be performed is sufficient and additional guidance will be provided to funded grantees.

ATTACHMENT F: BUDGET TERMS AND DEFINITION/s

As you will see budgeting is an area we wanted to strengthen in the application. More guidance is provided around eligible activities.

- 1. It appears that there is a mistake in paragraph 2. "You may include fifteen percent (10%) for Indirect costs."**

Yes, it should be 10%. Thank you.

- 2. We pay babysitters for our financial education classes. Are they considered subcontractors?**

Babysitters would be considered a vendor and can be charged under Goods and Services.

ATTACHMENT F: BUDGET FORMS

No questions.

FUNDING

- 1. Could you please share your thoughts on how you think the funding will work?**

As you are aware, in the past we have not gone strictly by population because urban areas would receive the bulk of the funding. We will look at census data, the proposal, what we think your capacity is, and if you have past performance that will factor in as well. Even if you don't have past performance we will look at your minutes to see how you have been active in your community and your collaboration because we really want to support a collaborative model.

The grid indicating final funding across the state will be shared with grantees and is public record.

- 2. Do you have an idea of how many coalitions will apply?**

We have funded 15 coalitions this year in the range of \$5,000-\$27,000. For the next biennium we have raised the minimum to \$10,000 because we do not believe \$5,000 is a very impactful amount and we need to show positive results with the funding. It is our hope to still fund between 13-15 grantees

- 3. How much funding is available each year?**

\$234,000 for FY2014 and \$233,000 for FY2015.